

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOJ01013960

DATE POSTED: 06/19/17

POSITION NO: 291159

CLOSING DATE: 06/30/17

POSITION TITLE: LEGAL SECRETARY

DEPARTMENT NAME / WORKSITE: OAG/Office of the Prosecutor - Crownpoint District, Crownpoint, NM

WORK DAYS: Mon. - Fri. REGULAR FULL TIME: GRADE/STEP: AB59A

WORK HOURS: 8 am - 5 pm PART TIME: NO. OF HRS./WK.: _____ \$ 26,270.40 PER ANNUM

SEASONAL: DURATION : _____ \$ 12.63 PER HOUR

TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Finalizes prosecutor's draft legal correspondence, forms, documents, and/or reports; reviews for accuracy, completeness, and conformance with applicable rules and regulations; with prosecutor oversight, finalize draft notices, petitions, pleadings, complaints, briefs, summons, orders, affidavits and other legal forms; transcribes hearings, depositions, and meetings for use by the prosecutors/attorneys or as court exhibits; opens new cases in Justware using established procedures, complete case management, and close of completed case files in Justware, collects and compiles statistical information from Justware for special and periodic reports and projects. Works daily with JustWare in inputting reports, prepare and generate reports/statistical information, meet regularly with team as required for renewals of program, and maintain daily operations of district office.

Maintains office files; greets the public, answers telephone calls, routes calls and takes messages; makes travel and lodging arrangements; receives, processes, logs and distributes incoming and outgoing mail; makes photocopies; takes and transcribes minutes of meetings; monitors, orders and maintains office supplies and inventory; prepares work orders, supply requisitions, travel documents and related financial documents within established limits and procedures; maintains court hearing dockets and court schedule for calendaring; tracks and maintains records and status of processes used in department; attend meetings, trainings and conferences as it relates to work, prepare legal documents as required by staff. Maintain the a healthy working district office.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma/GED; completion of a two (2) year secretarial training program; and two (2) years of general secretarial experience; or an equivalent combination of education and experience.

Special Requirements:

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledgeable in Navajo Nation court operations and proceedings; legal office policies, practices and procedures. Knowledge of the principles, practices and methods of legal terminology, research, evidentiary gathering of information, documents, financial records and other data that may be used in court; court processes, administrative law processes and legal terminology; legal strategies, their development and presentation and supervisory methods and techniques. Skilled in legal research, effectively assessing, evidence and other data compiled; and written and verbal communication. Knowledgeable of Navajo Nation, State, and Federal Court operations and proceedings; legal forms and formats; Knowledgeable of a variety of computer software, including word processing, database and spreadsheet applications; including other work assignments as assigned. Knowledge of the NN FMIS as needed for verification of expenditures as it relates to district.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.